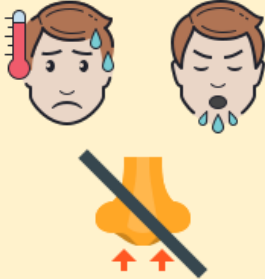



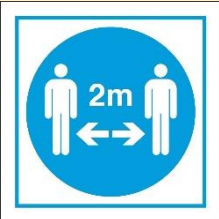

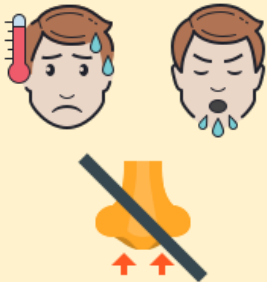



Coronavirus Visitor Protocol for Non-School based Professionals



<p>Covid-19 Symptoms</p> 	<ul style="list-style-type: none"> • If you have any one of the following symptoms you must not visit school: <ul style="list-style-type: none"> ○ a high temperature over 38 degrees C using a thermometer ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes, which last 10-15 minutes, in 24 hours (if you usually have a cough, it may be worse than usual) ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • If you have any of these symptoms you must go home and arrange for a test.
<p>Arranging the Visit</p> 	<ul style="list-style-type: none"> • Visitors must make an appointment to visit school. An exception may be made if it is for essential work for a Child Protection or Child in Need case. • The visitor and school will agree a time and date for the visit. • The visitor will receive a copy of this protocol before visiting.
<p>Arrival</p> 	<ul style="list-style-type: none"> • On entering the school, a face covering (mask or shield) must be worn and kept on until you leave. • Visitors must arrive at the agreed time and sign in at the school reception. • Visitors will have their temperature taken
<p>Hand Hygiene</p> 	<ul style="list-style-type: none"> • Use hand sanitiser provided on entry to the school. • Wash hands after visiting the toilet and at regular intervals. • Use hand sanitiser when leaving the building

Social Distancing 	<ul style="list-style-type: none"> • Visitors should observe social distancing whilst on the school premises wherever possible. That is: <ul style="list-style-type: none"> ○ Meet as few persons as possible in school. ○ Meet outside if possible. ○ Maintaining a 2 metre social distance throughout the visit wherever possible. ○ Items should not be shared during the visit if possible.
Working with Children	<ul style="list-style-type: none"> • Visit as few rooms as possible. If unaccompanied you may be asked to report which rooms you have visited so that touch points may be cleaned afterwards. • If working with pupils, visit the minimum number of group “bubbles” necessary. Please ask the school office staff to collect children from classrooms. • Follow any one-way pedestrian systems that are in place. • Observe any rooms restricted to visitors – e.g. staff room. Visitors may be allocated certain toilets. • Windows and doors should be kept open during the visit but this may not always be possible / practicable. • Face masks must be worn by visitors around the school and when working directly with a child 1:1, always observing a 2 metre social distance.
Fire Evacuation 	<ul style="list-style-type: none"> • In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.
Becoming Symptomatic in school 	<ul style="list-style-type: none"> • Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site. • If you start to feel unwell whilst you are at school please let a member of staff know. • If you develop symptoms up to 14 days after being in our school please call the school office (01273 454066) to inform us so we are able to act in line with risk assessments and track and trace. • You are encouraged to be tested if you have any of the symptoms listed on the previous page.
Leaving School Site 	<ul style="list-style-type: none"> • Go straight to the office once you have finished your visit where you will be signed out. • Remember to use the hand sanitiser when you leave the school.

*** Close contact within a school environment definition:**

- Direct close contacts - face to face contact with a case for **any length of time, within 1 metre**, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
- Proximity contacts - extended close contact (**within 1-2 metres** for more than **15 minutes**) with an infected individual.